



Employee Appraisal System (EASy) Completing a PDAS Summative Form Quick Reference Guide

*Once campus administrators have successfully set up the Appraise staff list, conducting evaluations may begin. Below is a list of steps guiding campus principals through the process:

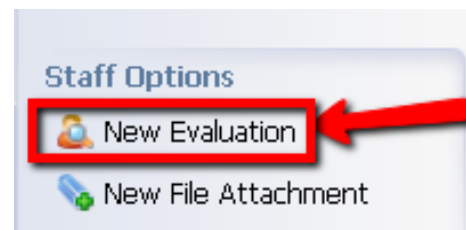
Step 1:

Once logged in, click Appraise, click on the Evaluations Tab and select the staff member's name



Step 2:

Click New Evaluation, select Summative from the drop down menu and select *Professional Development and Appraisal* then click *Next* and *Finish*



Step 3:

Begin completing the form by clicking the box next to *Summative Annual Appraisal*, type in your name if you are NOT the principal, and continue to complete 4, 5, 6 from Domain V thru Domain VIII

	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatisfactory (x0)
1. Written with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Verbal/nonverbal with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Reluctant students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Written with parents, staff, community members, and other professionals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Verbal/non-verbal with parents, staff, community members, and other professionals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Supportive, courteous	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

Begin with 4,5, and 6 from Domain V

Step 4:

Once 4, 5, 6 from
Domain V thru Domain
VIII are complete,
click Save and Let
Staff View

Domain VIII: Improvement of Academic Performance of All Students on The Campus (Based on Indicators Included in AEIS)				
	Exceeds (x5)	Proficient (x3)	Below (x1)	Unsatisfactory (x0)
1. Aligns instruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Analyzes TAKS data	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Appropriate sequence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Appropriate materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Monitors student performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Monitors attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Students in at-risk situations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Appropriate plans for intervention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Complete Domain V - VIII

Domain VIII: Comments

Comments

Strengths